

BOARD OF WATER COMMISSIONERS  
REGULAR MEETING OF JULY 23, 2020

REGULAR MEETING: The regular meeting of the Board of Water Commissioners was held at the 438 Granby Road Office on Thursday, July 23, 2020. Chairman R. Scott Williams called the meeting to order at 6:00 p.m.

ATTENDANCE:	Chairman	R. Scott Williams
	Clerk	Brian S. McClaflin
	Associate Member	William L. Schenker
	Superintendent	Jeffrey A. Cyr
	Office Manager	Jennifer L. Fernandes
	Treasurer/Clerk	Terie B. Fleury

APPROVAL OF MINUTES: R. Scott Williams made a motion to approve the minutes of June 10, 2020. This motion was seconded by William L. Schenker. Motion Carried

SCADA SYSTEM  
UPGRADE UPDATE: Jeff Cyr updated the Board that all the Scada sites are complete. The PLC's (Programmable Logic Controllers) and radios have all been installed by ITS (Industrial Technical Services). Jeff noted we were lucky to be able to use money from the Newton Street project as it is for the control of our water system and approved by the MWRA. Jeff noted there was a lot of programming needed and Kurt from ITS still needs to come back to iron out some of the programming glitches. Scott Williams asked if the system is working well and what kind of glitches. Jeff responded that there have been mostly operational problems, in that they've had to operate valves manually and the booster pump in Ludlow wouldn't start initially. Jeff mentioned that a fuse blew out in Ludlow on the utility pole. Jeff stated Kurt from ITS will be here tomorrow to continue working on the programming issues. Jeff stated to date the radios cost about \$12,000, PLC's \$18,000 and programming \$15,000. The radios that were taken out are not bad they just are not supported any more, so Jeff suggested instead of throwing them in the trash, he reached out to Tighe and Bond and ITS to see if any other water communities could use the radios. The Board thought this was a good idea if it can help out another community who could use them, we can donate the radios. Jeff will keep the Board updated.

BOYNTON AVE. WATER  
MAIN REPLACEMENT: Jeff Cyr updated the Board that Boynton Avenue water main replacement project is going well. The Maintenance Crew has tapped 19 of the 37 services on Boynton Ave. Jeff noted that the Maintenance Crew have been working all week and then on Fridays they pave their way out of the street to keep dust down and allow residents to move about over the weekend. Jeff anticipates the Maintenance Crew should be done in another 2 to 3 weeks. Jeff will keep the Board updated as thing progress.

## ALVORD STREET TANK CLEANING:

Jeff Cyr informed the Board that he has reached out to National Wash Authority to get a cost of cleaning the outside of the Alvord Street water tank. Jeff noted the tank is growing mold on the bottom of the bowl and other places. We have used this company before and they were very good. The tank was painted about 16 years ago and upkeep is crucial to extending the paint job. The cost from National Wash Authority is \$12,300 and Jeff is just waiting to hear back from them on what their timeline is to come and do the work. Scott Williams asked if we have money in the budget to cover the cost. Jeff noted that he initially had \$15,000 put into the budget under Water Tank Upkeep and Repair, but the line item was never put into the warrant articles for the residents to vote on during the Annual Meeting. Jeff stated that we are still able to use funds from the Tank Painting and Tank Maintenance Accounts.

## DISCUSSION ON CLOTHING ALLOWANCE POLICY:

Jeff presented the Board with language from our current annual Clothing Allowance for office staff and Boot Allowance for Maintenance staff and some suggested new updated language. (See note 1). Jeff noted that the annual Cleaning Allowance was revised (11/1/2019) to reflect a now annual Clothing Allowance for the office staff. The change is reflective as the office staff no longer dry cleans their work clothes. Last year the Interim Treasurer, Ira Brezinsky discovered the then Cleaning Allowance was taxable under the Dept. of Revenue guidelines. Treasurer, Terie Fleury presented the Board with a worksheet (See Note 2) outlining key points from the D.O.R. that states the employee must specifically require the clothing as a working condition in order for it to be non-taxable. Terie noted that if the clothing can be worn outside the work place then it qualifies to be taxed. She stated that as the Treasurer she does not want the IRS to come back on her if we do not comply with having this Clothing Allowance taxed. The Board agreed that the Clothing Allowance should be taxed. Jeff mentioned that the Maintenance Crew get an annual Boot Allowance of \$200 in October and have to present a receipt from the previous year in order to qualify to receive the \$200. Jeff updated the language for the Boot Allowance in the policy to say *Each non-office employee* shall be provided with an annual \$200 stipend for work boots. Both Scott Williams and Brian McClafin asked if \$200 was enough to buy boots for the Maintenance Staff. Jeff noted that the boots the Maintenance staff purchase are more than \$200. After a discussion about the Boot Allowance the Board decided to update the Water Department policy and have the Department pay for the boots outright through a vendor for the Maintenance Staff. Brian McClafin made a motion to have the Water Department pay for 1 pair of boots annually for the Maintenance Staff. This motion was seconded by Scott Williams.  
Motion Carried

## ANNUAL REPORT/MEETING DISCUSSION:

Jeff Cyr opened up a discussion of the Annual Report and meeting by saying with the change in how the Annual Report was reported and the articles were changed by the Interim Treasurer/Clerk Ira Brezinsky it was confusing for a lot of people and it left the new Treasurer, Terie Fleury in a tough spot trying to put together the Annual Report and Meeting at the last minute. The Board discussed getting

together with the Prudential Committee to discuss going back to reporting the Annual Report articles to be included in the Annual Report booklet copy so they can be part of history and make it easier for all Residents and staff to read. Terie Fleury stated that with the change in the Annual Report and the Prudential Committee not approving the budget late and the Annual meeting having to be moved several times it made it difficult being a new Treasurer to grasp everything that was happening. Terie suggested that she have time to review both ways and then a joint meeting can be held to discuss how to proceed for next fiscal year. Terie will get back to the Board at a later date after she has time to review both ways of presenting the Annual Report.

INSURANCE FOR  
WATER DEPARTMENT:

Jeff Cyr informed the Board he has been in contact with Cary Jubinville of Jubinville Insurance regarding our Insurance renewal for 2020/2021. Our policies renew on August 1<sup>st</sup> and there will be about a 2% increase over last year. Jeff noted we had a loss on Helm Street. Jeff stated that several Insurance companies have contacted him and would like to bid for our Insurance. Jeff noted that he knows from past meetings that the Board would like to have several Insurance companies bid our policies to see if we can find a savings. Jeff noted that if we start looking in the fall it should give Insurance companies time to put together bids before we start talking about the next fiscal year budget in January.

MOTION TO ADJOURN:

William L. Schenker a motion to adjourn, which was seconded by R. Scott Williams. Motion carried

ADJOURNMENT:

Meeting adjourned at 7:05 p.m.

BOARD OF WATER COMMISSIONERS

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Brian S. McClafin, Clerk